

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Posting

Job Title: JANITORIAL WORKER

Department: Health

Reports To: Health Director

FLSA Status: Non-Exempt

Salary Range: \$19,859 - \$26,868

Level: 1

Date Posted: 11-24-06

Closing Date: 12-15-06

SUMMARY This position will be responsible for the cleaning and upkeep for the Health Department and Clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Clean all internal areas of health building, including buffing, dusting, sweeping, and mopping.
- Responsible for assuring that proper cleansing agents are used appropriate for disinfection of the health clinic and other patient care areas.
- Responsible for keeping windows in the building clean.
- Responsible to clean building daily, all departments.
- Empty trash cans daily and consolidate trash for weekly pickup.
- Keep sidewalks and entryway clear of snow and ice.
- Responsible for daily cleaning of exam rooms, tables, counters, exam equipment, lights, stands, chairs and sinks, etc. using the appropriate antimicrobial cleanser.
- Responsible for maintenance of cleaning materials and equipment used to clean health building.
- Order and maintain adequate supply of cleaning materials and paper products.
- Identifies and reports defective equipment to maintenance department. Assures such equipment taken out of service and tagged defective until repairs are made.
- Handles bio-hazardous materials appropriately with accepted aseptic technique.
- Assist with unloading and storing of supplies.
- Must be able to maintain confidential information and abide by HIPPA guidelines.
- Conform to all LTBB policies (i.e. personnel, purchasing, and safety regulations).



OTHER SKILLS AND ABILITIES

Must be able to work well with others, has to be able to work alone and with minimal supervision. Must be able to repair and perform preventative maintenance on equipment. Must be able to take direction from Health Director or Medical Director. Ability to travel for training on health building cleaning and maintenance is required.

EDUCATION and/or EXPERIENCE

High school diploma or GED required and two years experience in maintenance/housekeeping. Experience working in a health setting is desired.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Michigan Drivers License, reliable transportation and must be insurable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must occasionally lift and/or move up to 50 pounds or more, and is frequently exposed to the outside weather conditions during all four seasons.

COMMENTS

Tribal Preference will apply.